



Job Description

Position:	Feed Mill Attendant-Driver	Department:	Feed
Reports To:	Feed Mill or Location Manager	FLSA Status:	Non-Exempt

Position Summary

Manufacture, inspect, sell, and deliver feed and related products in a manner that will optimize the cooperative’s market share and savings, improve the cooperative’s efficiency, help achieve the cooperative’s mission and goals, and result in outstanding customer service. Responsibilities involve operations, deliveries and pick-ups, sales and service, safety and maintenance, and other duties as assigned by management.

Essential Functions/Responsibilities

- Assist in the efficient operation of the assigned location; responsible for timeliness, accuracy, and quality in all aspects of the position duties
- Efficiently operate mill equipment through timely mixing, proper feed sequencing, and other good manufacturing processes
- Maintain and perform required housekeeping duties on equipment and facilities
- Receive, handle, and store inventory; responsible for inventory safety, quality and availability
- Perform safe, legal, and timely operation of a commercial motor vehicle to transport product from origin to destination; Meet all DOT requirements
- Perform pre-trip and post-trip inspections on equipment used for the transportation. Inspect vehicle for needed equipment, supplies, and maintenance to ensure safe operating condition before, during, and after trips; perform minor repairs and report according to company policy
- Verify shipping documents and accurately complete and process all necessary paperwork related to commercial vehicle operation and assigned product transport
- Effectively and safely operate vehicles at varying speeds in difficult situations, such as heavy traffic, inclement weather and in or out of tight loading and unloading areas. Must be able to back up equipment in all types of weather and conditions. This includes going forward and backing up long distances, around corners, and in and around very tight corners in all situations
- Maintain records required for compliance with state and federal regulations including driver’s record of duty status, mileage records, and other records required by law
- Perform all duties in accordance with company policies and procedures and comply with all federal, state and local regulations
- Report all accidents involving driver or company equipment according to company policy
- Follow and meet time and delivery requirements by adhering to pick-up and delivery schedule to contribute to operational effectiveness
- Promptly report any delays due to break downs, weather or traffic conditions or other emergencies, or in the event of irregularities relating to pick-up or delivery; Report highway safety hazards noted in route
- Establish and maintain effective customer relations by meeting or exceeding customer expectations; Contribute to positive company image at all times through excellent customer service and appearance

Non-Essential Functions/Responsibilities

- Performs other duties and responsibilities as requested by authorized personnel

Qualifications

Education/Training Requirements

- High school diploma or GED required

Experience Requirements

- One year of feed manufacturing experience preferred

Licensing Requirements

- Maintain a valid Class A Commercial Drivers License with proper endorsements and commercial insurability at all times.
- Valid DOT physical required

Skills/Abilities Requirements

- Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions.
- Ability to operate a forklift
- Ability to analyze problems, propose reasonable solutions, and make logical decisions quickly
- Ability to read, write and comprehend simple instructions, short correspondence, and memos
- Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.
- Able to use computer equipment related to inventory, work orders, billing and on blending equipment
- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Ability to compute rate, ratio, and percent

Physical Demands

Stationary Position	Must be able to maintain a stationary position for 6-8 hours while transporting or mixing feed.
Operate	Occasionally operates a Feed Delivery Truck: <ul style="list-style-type: none">• Must be able to shift manual transmission and operate foot pedals.• Must be able to sit for extended periods while operating the delivery truck.• Must be able to enter and exit the truck cab frequently. Cab floor level is generally from 36 to 66 inches above ground level, with entry and exit achieved with the assistance of various configurations of steps and hand-holds; also requires occasional bending, climbing, squatting and balancing.

	<ul style="list-style-type: none"> • Must be able to occasionally reach above shoulder level; bend at waist level and below waist level for maneuvering and directing the controls to operate the truck. • Must be able to climb ladders located on trailers, in addition to climbing ladders on equipment at loading and delivery sites as required. • Must be able to spend at least 50% of the day standing and 50% of the day walking on surfaces such as bare ground, gravel, concrete, wood and metal. • Open and close cargo doors, climb into and out of vehicles, fuel vehicles and check oil and coolant levels.
Transporting	Frequently lift and/or move up to 100 pounds while moving bag feed
Exerting Force	Exerting 50 to 100 pounds of force occasionally, and/or 25 to 50 pounds of force frequently, and/or 10 to 20 pounds of force constantly while moving product around the location
Reach	Able to reach over-head occasionally to secure loads, move product, or perform general location maintenance
Positions self	Able to stoop, bend, kneel, crouch, crawl and squat occasionally.
Ascend/Descend	Able to climb frequently into and out of feed trucks or grain/feed bins. Occasionally exposed to work in high, precarious places.
Communicate	This position frequently communicates with customers, co-workers, and managers regarding feed delivery or feed production. Must be able to exchange accurate information in these situations.
Vision	Specific vision abilities required by this job include Close vision, Distance vision, Depth perception and Ability to adjust focus.
Exposed to	<p>While performing the duties of this Job, the employee is regularly exposed to outdoor weather conditions. The employee is frequently exposed to fumes or airborne particles, such as dust. The employee is frequently exposed to work near moving mechanical parts.</p> <p>The noise level in the work environment is usually moderate.</p>

Acknowledgement

I have read and understand the job description for my position. I am able to perform all the essential functions for this position. I understand that management has the right to assign or reassign duties and responsibilities to this job at any time.

I agree to comply with the company handbook and all laws, rules, regulations and standards of conduct relating to my position. As an employee, I understand my duty to report any suspected violations of the law or standards of conduct to my immediate supervisor. I will strive to uphold the mission and vision of the organization.

Employee Signature

Date

Employee Name (Printed)